

Free Speech Activities on Maryland Transit Administration (MTA) Premises

A person desiring to have three or more individuals engage in free speech activity on, in or within an MTA facility shall notify the MTA Office of Customer Information at least **5 business weekdays** in advance of the event to permit MTA ample time to ensure availability of free space and allocate resources to maintain efficient operations.

The form used to submit this request is available below or may be obtained from the MTA Office of Customer Information. This form may be submitted online or sent through the United States Postal Office. Each request shall include:

- The full name, mailing address and telephone number of the persons sponsoring, promoting or conducting the proposed free speech activity and the person who will be supervising and responsible during this activity.
- If the persons engaging in free speech activities are doing so on behalf of an organization, include the name of that organization.
- If the organization is required to have a resident agent in Maryland, include the resident agent's name.
- Include the approximate number of persons to be engaged in the proposed free speech activity.
- Include the location, date and time of the proposed free speech activity.
- Include the specific MTA facility or location where the proposed free speech activity will take place.
- Include a description of the proposed free speech activity, including the method of communication involved.

Within **3 business weekdays** from receipt of notification, the MTA Office of Customer Information will contact the person making notification and inform this person if there are any conflicts with other events.

In the event of an emergency, an announcement shall be made and all free speech activity shall cease for the duration of the emergency. The MTA assumes no liability for any losses resulting from a suspension of free speech activity due to an emergency.

There are several **limitations**:

- Free speech activity may only be exercised in free areas of the MTA facility, and should be identified on the notification. Free areas are the portions of an MTA facility open to the general public during the time the facility is open to the general public. These activities may not be conducted beyond any turnstile or fare gate. Free speech activities also may not be conducted within 15 feet of any escalator, elevator, train tracks, emergency exit, stairway, fare gate, kiosk,

ticket vending machine, money changer, information center, main terminal entrance, and locations where transit patrons are in line or at a bus stop or shelter.

- Free speech activity may occur only when the MTA facility is open to the general public.
- Persons may not solicit transit patrons on any vehicle owned and operated by the MTA or under contract with the MTA. This includes solicitation of money, donations, signatures, personal information or other information for non-MTA purposes.
- When conducting free speech activities a person may not:
 1. erect a table, chair, booth or other structure.
 2. distribute food, drink or tobacco products.
 3. post any commercial signs, advertisements, circulars or printed material.
 4. carry any signs or placards that are more than 18" by 18" or are affixed to a pole.
 5. affix any material to any part of the MTA facility.
 6. intentionally touch or make physical contact with another person without consent.

Print and mail the form below to:

MTA Office of Customer Information

Third Floor

6 St. Paul Street

Baltimore MD 21202

**Free Speech Activities on Maryland Transit Administration (MTA) Premises
Submission Form**

NAME:

ADDRESS:

TELEPHONE NUMBER:

Person Responsible or Supervising the Activity On Site:

Name of Organization (If Applicable):

| Resident Agent (If Applicable):

| Description of Free Speech Activity: and method of communication:

Location of Activity:

Specific MTA Facility where Activity will Take Place:

Date of Activity:

Times of Activity:

Approximate Number of Persons Engaged in Activity: